

MONROE COUNTY PLANNING DEPARTMENT
APPLICATION FOR COMMERCIAL FLOOR AREA
SENDER SITE TRANSFER

Application Fee: \$500.00
Minor Conditional Use

ALL APPLICATIONS MUST BE **DEEMED COMPLETE AND IN COMPLIANCE** WITH THE MONROE COUNTY CODE BY THE PLANNING STAFF **PRIOR** TO THE ITEM BEING SCHEDULED (SEE PAGE FOUR.)

1) Applicant Name: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____

2) Agent Name/Title: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____

SENDER SITE INFORMATION

3) Sender Site Property Owner(s):

4) Mailing Address: _____

5) Phone Number: (Home) _____ (Work) _____

6) Legal Description of Sender Site Property: _____

Street Address: _____

Lot: _____ Block: _____ Subdivision: _____

If in metes and bounds, attach legal description on separate sheet.

Key: _____ MM: _____

7) Real Estate (RE) Number(s): _____

8) Land Use District(s): _____

9) Existing use of the sender site property: _____

10) Gross floor area in square feet of sender site : _____

11) Has an application been submitted for this site within the past two years? _____

If yes, name of the applicant and date of application: _____

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant or Agent

Date

Signature of Owner of Property of Sender Site

Date

Sworn before me this _____ day of _____, 20 ____ A.D.

Notary Public

My Commission Expires:

SENDER SITE ATTACHMENT A

The following is a list of required documents for a transfer of commercial floor area for a sender site. All transfers are reviewed as Minor Conditional Uses. To determine whether an item is appropriate to a particular application, you must request a pre-application conference and provide the Planning Department with the following items pertaining to the SENDER Site.

- **PROOF OF OWNERSHIP:** The owner of land who transfers non-residential floor area shall prepare an affidavit of ownership and an affidavit of intent to transfer in conformance with a form provided by the director of planning. The affidavits shall be filed with the director of planning at least thirty (30) days prior to the submission of an application for Transfer of Commercial Floor Area which will be reviewed as a Minor Conditional Use.
- **LOCATION MAP OF SENDER SITE** showing where the project is located on the Key. This enables people to easily find the project.
- **PHOTOGRAPHS OF THE SENDER SITE** from the main adjacent road. A recent aerial photograph with property boundaries delineated may be substituted.
- A set of mailing labels of the names and addresses *of all Property Owners* within 300 feet from the borders of the project. Indicate lot, block, subdivision name and the Real Estate numbers for each address. Compile this list from the tax rolls located in the Property Appraiser's Office.

The amount of non-residential floor area which may be transferred to any one site shall be as follows:

- i. No more than a maximum cumulative total of four thousand (4,000) square feet of non-residential floor area may be transferred to any one site.
- ii. Only non-residential floor area within an enclosed structure, as defined in Sec. 9.5-4 (F-9), not including uncovered areas designated for food and beverage services and seating, shall be eligible for transfer. Non-residential floor area shall meet all the following criteria:
 - a. Be lawfully established; and
 - b. Is not contained within a structure of historic value or a structure which contributes significantly to the character of the streetscape; and
 - c. Is not located within any area of unincorporated Monroe County exempted from residential ROGO as provided for in Sec. 9.5-120.4 or exempted from NROGO under Sec. 9.5-124.3. a (3), (4), (6), (7), or (8).
- iii. The amount of non-residential floor area that may be transferred to or from a site shall not be less than two hundred (200) square feet and shall be in increments of "100" (i.e., 200, 300, 400, etc.) square feet and shall be in increments of "100" (i.e., 200, 300, 400, etc.) square feet.

Procedures for transfer of non-residential floor area: The following procedures shall be followed for permitting transfer of non-residential floor area off site:

- i. A pre-application conference and at a minimum, a minor conditional use approval shall be required for the SENDER site.
- ii. The sender non-residential floor area shall be assigned a unique identifier number(s), for

each one hundred (100) square foot increments, that shall be used for tracking and monitoring by the planning department. The unique identifier number shall be itemized in the conditional use orders and building permits required for both the sender and receiver sites. All floor area to be transferred shall be rounded to the nearest one hundred (100) square feet.

- iii. No building permit shall be issued for the non-residential floor area on the SENDER site until the sending site structure is demolished as per an issued demolition permit and a final inspection for the demolished floor space has been completed by the building department.